

## Substitution Form

Should a student become unable to attend a leadership conference, a substitution may be made with the approval of the RLC host or the FBLA State Office. Substitutions will only be made according to the event guidelines and after the submission of a Substitution Request Form. See the yearly calendar for substitution deadlines. This form is below and can also be found online at [www.dpi.wi.gov/fbla/rlc.html](http://www.dpi.wi.gov/fbla/rlc.html) or [www.dpi.wi.gov/fbla/slc.html](http://www.dpi.wi.gov/fbla/slc.html):



### Substitution/Cancellation Request Form 2013-2014 RLC/SLC/NLC

**INSTRUCTIONS:** Complete this form for each individual. This form must be received by the substitution/cancellation deadline  
Email or fax form to:  
RLC host school (for RLC)  
**OR**  
State Office (for SLC/NLC)

Chapter Name	Adviser's Name
Event	<input type="checkbox"/> Substitution <input type="checkbox"/> Cancellation <input type="checkbox"/> Other
Name of Original Competitor	Name of Replacement Competitor
Reasons for replacement (be as specific as possible)	

#### SIGNATURE

Adviser's Signature (typed name will serve as signature on emailed form)	Date Signed
➤	

#### TO BE COMPLETED BY STAFF ONLY

<input type="checkbox"/> Approved	Name of Reviewer	Date Reviewed
<input type="checkbox"/> Not Approved		
Comments		Entered into computer system <input type="checkbox"/>

#### Deadlines:

RLC -- Seven calendar days after registration closes

SLC -- First Wednesday of March

NLC -- must be received prior to June 6, 2013 so that members may be recorded in national system

Refer to current calendar for dates